

## **Authorization for Criminal History Review Process (Volunteers only)**

All new applicants for employment are required to file for a criminal history record check by visiting the Department of Education Website and providing the Criminal History Review Unit (CHRU) with the written authorization to conduct the criminal history record check.

The fee for the Criminal History Review is \$11.00.

The following information will be needed when completing the application for criminal history review check:

Public School Selection: Essex (13)

Select District: Newark (3570)

- 1) All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist> and clicking on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
- 2) Applicant/Employee shall select "New Administration Fee Request" (**New Applicant**) or Archive Application Request (for those previously fingerprinted and approved). Per Diem Teachers or Teachers who has taken a fingerprint after 2013 you will only need to transfer your fingerprint which is a \$6.00 fee.
- 3) Applicants who are volunteering must select the option to "Volunteer" the fee is \$21.45 in addition to the \$11.00 Administrative fee.
- 4) Applicant/Employee shall select one of the four options depending on their job position and employer from the Applicant Authorization and Certification (AA&C) page. (Choose option 1)
- 5) Applicant/Employee must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card.
- 6) After completing the transaction, the individual will be presented with three required steps:
  1. View and/or print your New Administration Fee Payment Request confirmation page
  2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
  3. Schedule your fingerprinting appointment with MorphoTrust
- 7) Select the first option "View and/or print your New Administration Fee Payment Request confirmation page" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
- 8) Next select the second option "Complete and/or print your IdentoGO NJ Universal Fingerprint Form" to complete the IdentoGO NJ Universal Fingerprint Form. You will need the following information:
  1. Originating Agency Number: NJ930100Z
  2. Category: EDK
  3. Statute/Reason for Printing: 18A:6-7.2
  4. Document Type: RB1
  5. Contributor's Case Number: 13-3570

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After the form is complete, you must click on the "Submit" button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.

- 9) Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment with MorphoTrust" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.
  
- 10) Within two to three weeks after you have taken the fingerprints log back on the Criminal History website at <http://www.nj.gov/education/educators/crimhist> click on "Applicant Approval Employment History." If you are approved a letter will appear advising that you are approved. This letter must be given to your Athletic Director.